



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: FAMILY PLANNING NURSE EDUCATOR

DATE OPENED: 2/18/2021

DEPARTMENT: HEALTH DEPT

CLOSING DATE: 3/4/2021

If you have any questions about this position vacancy please call:

406-751-8109

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: MFPE #520

☒ FULL TIME ☒ REGULAR  
(YEAR ROUND POSITION)

STARTING WAGE: \$25.52 per hour

☐ PART TIME ☐ SEASONAL

SALARY AT:

1 Year Step \$26.79 per hour

2 Year Step \$27.22 per hour

3 Year Step \$27.66 per hour

☐ TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.  
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Family Planning Nurse Educator	<b>Job Code:</b>	13340
<b>Department:</b>	Health Department	<b>Pay Grade:</b>	Health 8 or 9
<b>Reports to:</b>	Program Manager/Supervisor	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. Primary health care services are offered through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

**Job Summary:** Under the supervision of a designated program manager or supervisor where applicable the Family Planning Nurse Educator provides comprehensive nursing services through assessment, diagnosis, counseling, and prevention services to individuals. They are responsible for a wide range of community-based educational activities relating to sexual and reproductive health issues as well as providing case management services to vulnerable populations

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Provide health education and health promotion activities in schools, and the community to increase community awareness of sexual health. This includes representing the Department at various community activities.
- Conduct one-on-one clinical sessions on sexual and reproductive health topics including reproduction, contraceptive methods, pregnancy, HIV, STIs, and relationships.

- Provide client-centered case management services to HIV positive individuals and implements treatment plans that ensures coordinated access to medically appropriate levels of health and support services.
- Provide nursing services to individuals. Performs physical assessments, obtaining blood pressure, temperature, measurements, etc. Gather information on health histories, sexual histories, and family health histories. Read and interpret lab reports, administer tests, and perform a variety of related procedures.
- Ensure that programs administered by the Health Department operate in compliance with state and Federal standards, policies, guidelines, and/or grant provisions. This includes monitoring and tracking demographic data on participants, compiling reports, and administering necessary budgets.
- Ensure that clinical documentation regarding clients is secure, confidential, and maintained in compliance with Health Department policy and state and federal regulation.

**Non-Essential Functions:**

Incumbents may be requested to perform functions relevant to the position but not listed above.

**Physical Demands and Working Conditions:**

Work is performed in an office and clinic environment and requires typical range of motion and physical agility associated with the operation of office and medical equipment. The work requires physical exertion such as bending, walking and lifting boxes of files (up to 40 lbs.) During the course of work and incumbent in this position may be exposed to body fluids and may be required to use personal protective equipment. This position is subject to non-DOT drug and alcohol testing.

**Supervision Exercised:** The primary function of this job is not in a supervisory capacity.

**Knowledge, Skills, and Abilities:**

- Knowledge of reproductive and sexual health, public health nursing principles, practices, and standards of nursing.
- Demonstrates knowledge of health disparities and social determinants of health, including being inclusive of sexual and reproductive health issues.
- Demonstrated ability and desire to work within a multi-disciplinary team environment, serving diverse populations and institutions across a broad spectrum of community and clinical providers within sexual and reproductive health.
- Outstanding communication skills. Being comfortable with public speaking, public presentations, and working with local community organizations.
- Extensive knowledge of community resources and organizations.
- Skill in all aspects of patient care and assessment, including direct care, counseling, guidance, and applying public health principles into practice.
- Ability to accept and utilize supervision and/or consultation.
- Ability to be sensitive to the needs, concerns, and rights of others.

- Ability to establish and maintain effective working relationships with peers, other agency personnel, and the public.
- Ability to assume responsibility for assigned tasks as directed.
- Ability and willingness to travel.

**Education and Experience:**

A Bachelor of Science in nursing from an accredited school at the time of graduation (may be waived for Associates Degree in Nursing and equivalent experience in position specific to job duties). Requires current license to practice as a registered professional nurse in Montana. Requires a current MT driver's license. One-year nursing experience required. Preference given to candidate with prior experience in reproductive healthcare and/or public health.

Action  
Adopted

Date  
12/22/2020

Reference  
Commissioners' Minutes